



CHESAPEAKE HAVEN HOMEOWNER'S ASSOCIATION

158 OHIO AVENUE  
EARLEVILLE, MD 21919

<http://WWW.CHEAPEAKEHAVEN.COM>

2019

**February 3, 2019 Board Meeting Minutes**

**Attendees:**

Jan Bickford-Morrow - President

Ted Heath- Vice President

Galina McKee - Treasurer

Brian Bennett - Director

Connie Loukinen - Director

Marshall Leffew – Acting Secretary - Director

Shirley Jones - Director

Meeting called to order by President Jan Bickford-Morrow at 1000.

**Bank Issues:**

Jan went to the bank and straightened things out pertaining to access to online banking, etc. Jan printed out all bank statements as well. We will be getting Galina on board and transitioned. All checks that are received can be deposited via mobile banking app to alleviate physically taking the payments to the bank. There have not been many expenditures and it has been a very low key time.

**Treasurer:**

Galina stated that Tony Meenan gave her the database file, keys and everything. Galina stated that it took her a little bit to figure out how the software works, but is good to go now. There are quite a few people overdue with their dues payments. Galina stated that everyone would receive a bill for this year's dues and that later on anybody with overdue accounts would receive an additional bill including late fees.

**Lien Process:**

Shirley Jones advised that prior to her being joining the board that she gave information to Ted Heath in reference to how to go about filing a lien in District Court (Small Claims) for non-payment of HOA dues. We will go this route first prior to contacting the Attorney, if needed.

**Past Dues:**

There was some discussion of past due accounts. Galina is to send out invoices with this year's dues only and then send out a additional invoice with owed balances to include late fees once she

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investigates who owes and what amounts those would be. Galina stated that she would send all board members the correct members / amounts according to the database.

#### Reserves:

A discussion was held about what to do with the reserve account. After a lengthy discussion, a motion was made and seconded about consolidating the operating account and reserve account into one sole account. A vote was held and the motion passed with all seven board members voting unanimously.

[REDACTED] and [REDACTED] were scheduled to come in and talk about the letter that ~~Don Rees~~ sent out but did not show. Jan advised that ~~Don Rees~~ was sent a response to his letter which was received by the board in 2018.

#### Spring General Meeting Notice:

A discussion was held about what to include on the meeting notice. The following items were discussed:

- Road right of way
- Bus Stop Courtesy / Safety
- Trash Restrictions
- Untagged Vehicles
- Update membership as to what has transpired over the last year
- Offer copy of restrictions upon request

#### Road Maintenance:

Ted Heath gave an update as to road maintenance and provided the following and a discussion was held on each:

- About \$9,000 was spent on road maintenance in 2018
- Road surfaces will be stoned and raked in the Spring of 2019
- Calls were placed to Miss Utility and Contractors in reference to the sinkhole. Waiting on callbacks.
- Discussion of cutting back the sides of Rhode Island Avenue.
- We are to gather estimates from contractors for 2019 road maintenance
- Ted Mercer (King Fisher) to give estimate on the Beach Stairs repair.
- We are to contact Doug Sample for ideas of how to repair the beach stairs / improve.
- Talk of a special assessment for beach stairs repair / replacement.



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**Redacting of Minutes:**

Brian was to gather Board Meeting minutes and redact personal info from them and then these updated minutes are to be submitted to the county repository.

**Researching Bylaws:**

Brian was to review bylaws and any updates. Investigate when any updates took place and if they were voted on by the board or put to a community vote.

**Open Positions:**

There was a discussion about reducing the size of the board from 11 members of the community down to a total of 7 members. This will be put to a community vote.

**Quorum Percentage:**

There was a discussion about changing the quorum percentage from its current value of 10% to 20%. Further research would be necessary before putting this out for community vote.

**Voting:**

There was a discussion about voting and what is to be voted on. There was a discussion about special assessments and changes to the bylaws that would require a community vote. There was discussion about voting / amending bylaws as to the effect of "No encroachment on the community beach without a vote" and "No members of the same household allowed to hold positions on the board". Further discussion would be needed on these items.

Motion to Adjourn.

Respectfully Submitted,

Brian Bennett

